

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

January 11, 2008

SUBJECT: ACTIVATION OF THE CRIME SCENE SKETCH, FORM 03.13.00

PURPOSE: In order to ensure proper documentation at the scene of a crime, and to avoid any change in the original position or location of evidence, detectives should prepare a rough sketch of the crime scene. This Order activates the Crime Scene Sketch, Form 03.13.00.

PROCEDURE:

I. CRIME SCENE SKETCH, FORM 03.13.00 - ACTIVATED. The Crime Scene Sketch form is activated.

A. Use of Form. This form shall be used whenever a rough sketch of a crime scene is needed.

B. Completion. Completion of the form is self explanatory.

C. Distribution.

1 - Original, shall be retained in the respective case file by the investigating officer.

1 - Total

FORM AVAILABILITY: The Crime Scene Sketch form is available on the Department's Local Area Network. A copy of the form is also attached for immediate use and distribution.

AMENDMENTS: This Order adds Section 5/03.13.00 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "A"

DATE AND TIME	LOCATION OF OCCURRENCE	DR NUMBER
LIGHTING AT SCENE	OFFICER COMPLETING SKETCH (Name, Serial #, Unit #)	INCIDENT NUMBER

